



CANNON BUILDING  
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**STATE OF DELAWARE**  
**COUNCIL ON REAL ESTATE APPRAISERS**

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PUBLIC MEETING MINUTES:	<b>COUNCIL ON REAL ESTATE APPRAISERS</b>
MEETING DATE AND TIME:	<b>Tuesday, September 19, 2017 at 9:30 a.m.</b>
PLACE:	<b>Division of Professional Regulation 861 Silver Lake Blvd., Conference Room A Cannon Bldg., Dover, Delaware 19904</b>
MINUTES FOR APPROVAL:	October 17, 2017

**MEMBERS PRESENT**

Douglas Nickel, Professional Member, Chair  
Earl Timmons, Professional Member, Vice-Chair  
Georgianna Trietley, Professional Member  
Lynn Baker, Professional Member  
Christopher Schneider, Professional Member  
Denise Stokes, Public Member  
Patricia Ennis, Public Member  
Kevin Gillis, Banking Member

**MEMBERS ABSENT**

Mark Rainford, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Jennifer Witte, Administrative Specialist II  
Kevin Maloney, Deputy Attorney General

**OTHERS PRESENT**

Beverly Wilson  
Sheila Ross

**CALL TO ORDER**

Mr. Nickel called the meeting to order at 9:30 a.m.

**REVIEW OF MINUTES**

A motion was made by Ms. Stokes, seconded by Mr. Schneider, to approve the minutes from the July 18, 2017 meeting as presented. The motion was unanimously carried.

## **UNFINISHED BUSINESS**

### **Sign Final Orders**

The Council signed the final orders from Hearing Officer Recommendations reviewed at the July 18, 2017 for Bruno Petrillo, Carlo Batts, Colleen Knowles and Jack Nescio.

## **NEW BUSINESS**

### **Review of Continuing Education Activities**

After review, a motion was made by Mr. Nickel, seconded by Mr. Schneider, to approve the continuing education activities as follows:

#### **Calypso Continuing Education**

Construction Details; From Concept to Completion, 7 hours CE (classroom)

#### **Delaware Association of Appraisers**

Delaware Law, Rules and Regulations, 3 hours CE (classroom)

#### **Dynasty School**

Advanced Residential Applications & Case Studies, 15 hours CE (online)

#### **Southern NJ Chapter of the Appraisal Institute**

22nd Annual September Symposium, 7 hours CE (classroom)

#### **A la mode Technologies, LLC.**

Accurate Sketching Made Easy", 3 hours CE (classroom)

Developing Compliant Reports Using TOTAL, 7 hours CE (classroom)

Mobile Appraiser Workflow, 7 hours CE (classroom)

#### **Maryland Association of Appraisers**

Cost Approach, 15 hours CE (classroom)

#### **ASFMRA**

Uniform Appraisal Standards for Federal Land Acquisitions, 21 hours CE (classroom)

Valuation of Conservation Easements & Other Partial Interests in Real Estate, 22 hours CE (classroom)

Best in Business Ethics, 3 hours CE (classroom)

Foundations of Appraisal Review (A600), 40 QE/36 CE hours (classroom)

Advanced Appraisal Exam Preparation Course, 20 hours CE (classroom)

Advanced Rural Case Studies, 36 hours CE (classroom)

Income Approach for General Appraisers, Part 1 (A303), 30 QE/27 CE hours (classroom)

Integrated Approaches to Value (A304), 30 QE/27 CE hours (classroom)

Cost Approach for General Appraisers (A301), 30 QE/27 CE hours (classroom)

Sales Comparison Approach for General Appraisers (A302), 30QE/27 CE hours (classroom)

Eminent Domain (A250), 22 QE/20 CE hours (classroom)

General Market Analysis and Highest & Best Use (A290), 30QE/28 CE hours (classroom)

Basic Appraisal Principles (A101), 30 QE/28 CE hours (classroom)

Basic Appraisal Procedures (A102), 30 QE/28 CE hours (classroom)

Agricultural Chattel Valuation, 8 hours CE (online)

#### **McKissock, LLC.**

Complex Properties: The Odd Side of Appraisal, 7 hours CE (online)

That's a Violation, 4 hours CE (online)  
Expert Witness for Commercial Appraisers-Subject Matter Electives, 15 hours QE (online)  
Residential Market Analysis and Highest & Best Use, 15 hours QE (online)  
Residential Report Writing and Case Studies, 15 hours QE (online)  
General Appraiser Income Approach", 60 hours QE (online)  
General Appraiser Market Analysis Highest and Best Use, 30 hours QE (online)  
General Appraiser Sales Comparison Approach, 30 hours QE (online)  
General Appraiser Site Valuation and Cost Approach, 30 hours QE (online)  
Basic Appraisal Principles, 30 hours QE (online)  
Basic Appraisal Procedures, 30 hours QE (online)  
Commercial Appraisal Review-Subject Matter Elective, 15 hours QE (online)  
General Report Writing & Case Studies, 30 hours QE (online)  
REO Appraisal: Guidelines and Best Practices-Live Webinar, 4 hours CE (online)  
Appraisal Practices of Manufactured Housing-Live Webinar, 4 hours CE (online)  
Expert Witness Testimony: To Do or Not To Do-Live Webinar, 4 hours CE (online)  
Fannie Mae Appraisal Guidelines-Live Webinar, 4 hours CE (online)  
A Review of Disciplinary Cases-Live Webinar, 3 hours CE (online)  
Adjustment Support for Residential Appraisers-Live Webinar, 4 hours CE (online)  
Analyze This! Applications of Appraisal Analysis-Live Webinar, 4 hours CE (online)  
Statistics, Modeling and Finance, 15 hours QE(online)  
Residential Appraiser Site Valuation and Cost Approach, 15 hours QE (online)  
Residential Sales Comparison and Income Approaches, 30 hours QE (online)  
Residential Appraisal Review and USPAP Compliance, 7 hours CE (online)  
Residential Property Inspection for Appraisers, 7 hours CE (online)  
Residential Report Writing: More Than Forms, 7 hours CE (online)  
Support Your Adjustments-Methods for Residential Appraisers, 3 hours CE (online)  
The FHA Handbook 4000.1-Live Webinar, 5 hours CE (online)  
Workfile: Your Best Defense Against an Offense-Live Webinar, 5 hours CE (online)  
Managing Appraiser Liability, 6 hours CE (online)  
The Nuts and Bolts of Green Building for Appraisers, 3 hours CE (online)  
Relocation Appraisal and the ERC Form, 6 hours CE (online)  
Issues in Appraiser Liability-Live Webinar", 4 hours CE (online)  
Recognizing Mortgage Fraud and Its Effects-Live Webinar, 4 hours CE (online)  
Introduction to Expert Witness Testimony for Appraisers-To Do or Not To Do, 4 hours CE (online)  
Appraisal Subject Matter Electives, 20 hours QE (online)  
Advanced Residential Applications and Case Studies, 15 hours QE (online)  
Understanding Residential Construction, 7 hours CE (online)  
Workfile Documentation for Appraisers, 4 hours CE (online)  
2016-2017 15-Hour National USPAP, 15 hours QE (online)  
The Dirty Dozen, 3 hours CE (online)  
The FHA Handbook 4000.1, 7 hours CE (online)  
The Income Approach: An Overview", 7 hours CE (online)  
The Sales Comparison Approach, 7 hours CE (online)  
Basic Hotel Appraising-Limited Service Hotels, 7 hours CE (online)  
Divorce and Estate Appraisal: Elements of Non-Lender Work, 4 hours CE (online)  
Delaware Laws and Regulations for Appraisers, 7 hours CE (online)  
The Cost Approach, 7 hours CE (online)  
Fundamental Concepts of Analysis, 7 hours CE (online)  
Fannie Mae Guidelines: Debunking the Myths, 4 hours CE (online)  
Essential Elements of Disclosures and Disclaimers, 5 hours CE (online)  
Land and Site Valuation, 7 hours CE (online)  
Introduction to the Uniform Appraisal Database, 2 hours CE (online)  
Introduction to Legal Descriptions, 2 hours CE (online)

Understanding Limited Service Hotels-The Basics of Hotel Appraising, 7 hours CE (online)  
The FHA Handbook 4000.1, 7 hours CE (online)  
That's a Violation: Appraisal Standards in the Real World, 3 hours CE (classroom)  
Appraisal of Self-Storage Facilities, 7 hours CE (online)  
Appraisal of Single Tenant Distribution Centers, 6 hours CE (online)  
Appraisal Review for Commercial Appraisers, 7 hours CE (online)  
Appraisal of Land Subject to Ground Leases, 7 hours CE (online)  
Appraisal of REO and Foreclosure Properties, 7 hours CE (online)  
Appraisal of Owner-Occupied Commercial Properties, 7 hours CE (online)  
Appraising Small Apartment Properties, 6 hours CE (online)  
Avoiding Mortgage Fraud for Appraisers", 7 hours CE (online)  
Appraising Manufactured Homes, 4 hours CE (classroom)  
Documenting the Appraiser's Workfile, 3 hours CE (classroom)  
Delaware Appraisal Laws & Regulations, 3 hours CE (classroom)  
Appraising REO Properties, 4 hours CE (classroom)  
National USPAP Update (2016-2017), 7 hours CE (classroom)  
Guidelines for Fannie Mae Appraisals, 5 hours CE (classroom)  
Exploring Appraiser Liability, 7 hours CE (classroom)  
Support Your Adjustments-Techniques for Residential Appraisers, 4 hours CE (classroom)  
Strange but True: Appraising Complex Residential Properties, 7 hours CE (classroom)  
Self-Storage Appraisal: Understanding the Valuation Process, 7 hours CE (classroom)  
Understanding Owner Occupied Properties: A Guide for Commercial Appraisers, 7 hours CE (classroom)  
2016-2017 7-Hour National USPAP Update Course 7 hours CE (online)  
Valuing Vacant Land and Sites, 4 hours CE (classroom)  
Advanced Hotel Appraising-Full Service Hotels, 7 hours CE (online)  
A Review of Disciplinary Cases: How to Avoid a Visit with the Licensing Board, 3 hours CE (online)  
Appraisal of Fast Food Facilities, 7 hours CE (online)  
Appraisal of Assisted Living Facilities, 8 hours CE (online)  
Appraisers: How to Recognize and Avoid Mortgage Fraud, 7 hours CE (classroom)  
Appraisal of Assisted Living Facilities, 7 hours CE (classroom)  
Appraisal of Industrial Incubators, 7 hours CE (online)  
The Basics of Expert Witness for Commercial Appraisers, 7 hours CE (online)  
Income Approach Case Studies for Commercial Appraisa", 4 hours CE (online)

#### Appraisal Institute

Solving Land Valuation Puzzles, 7 hours CE (classroom)  
Appraisal of Medical Office Buildings, 7 hours CE (online)  
Case Studies in Appraising Green Commercial Buildings, 15/14 CE (online)  
Review Case Studies Residential-Synchronous, 15/14 CE (online)  
Practical Applications in Appraising Green Commercial Properties, 15/14 hours CE (classroom)  
Supervisory Appraiser/Trainee Appraiser Course, 4 hours CE (online)  
Residential Sales Comparison and Income Approaches, 30 hours QE/CE (classroom)  
Advanced Residential Applications & Case Studies-Part 1, 15 hours QE/CE (classroom)  
Residential Site Valuation and Cost Approach, 15 hours QE/CE (classroom)  
Review Theory-Residential, 17 hours CE (online)  
Advanced Residential Report Writing-part 2, 30 hours QE/CE (online)  
Advanced Market Analysis and Highest & Best Use, 35 hours QE/CE (online)  
Quantitative Analysis, 35 hours QE (online)  
Quantitative Analysis, 32 hours CE (online)  
Advanced Income Capitalization, 35 hours QE/CE (online)  
Advanced Concepts & Case Studies, 40 hours QE/CE (online)  
Basic Appraisal Principles, 28 hours CE (online)  
Basic Appraisal Principles, 30 hours QE (online)

Basic Appraisal Procedures, 30 hours QE (online)  
Basic Appraisal Procedures, 28 hours CE (online)  
Residential Report Writing and Case Studies, 14 hours CE (online)  
General Appraiser Sales Comparison Approach, 30 hours QE/CE (online)  
General Appraiser Site Valuation and Cost Approach, 30 hours QE (online)  
General Appraiser Site Valuation and Cost Approach, 28 hours CE (online)  
Cool Tools: New Technology for Real Estate Appraisers, 7 hours CE (online)  
Business Practices and Ethics, 5 hours CE (online)  
General Appraiser Income Approach-Part 2, 30 hours QE (online)  
General Appraiser Income Approach-Part 2, 27 hours CE (online)  
General Appraiser Income Approach-Part 1, 30 hours CE (online)  
Appraising Convenience Stores, 7 hours CE (online)  
The Discounted Cash Flow Model: Concepts, Issues and Applications, 5 hours CE (online)  
Advanced Concepts & Case Studies, 40 hours QE/CE (online)  
Real Estate Finance Statistics and Valuation Modeling, 15 hours QE (online)  
Comparative Analysis, 7 hours CE (online)  
Introduction to Green Buildings: Principles & Concepts, 8 hours CE (online)  
FHA Appraising-Principles and Procedures, 7 hours CE (online)  
Condemnation Appraising: Principles & Applications, 21 hours CE (classroom)  
Case Studies in Appraising Green Residential Buildings, 8 hours CE (online)  
Data Verification Methods, 7 hours CE (online)  
Subdivision Valuation, 7 hours CE (online)  
Forecasting Revenue, 7 hours CE (online)  
Reviewing Residential Appraisals and Using Fannie Mae Form 2000, 7 hours CE (online)  
Using Your HP12C Financial Calculator, 7 hours CE (online)  
Rates and Ratios: Making Sense of GIMs, OARs, and DCF, 7 hours CE (online)  
General Appraiser Market Analysis and Highest & Best Use, 30 hours QE (online)  
General Appraiser Market Analysis and Highest & Best Use, 28 hours CE (online)  
General Appraiser market Analysis and Highest & Best Use, 30 hours CE (online)

The motion was unanimously carried.

#### Ratify Temporary Practice Permit Applications

A motion was made by Mr. Baker, seconded by Ms. Trietley, to approve the ratification of temporary practice permits for Ann Porter, Kelly Gorman, David Walden (2 applications), Kristen Manners-Allen, Hilary Jones, Matthew Ansay, Ralph DeBee III, Charles Schierbeck (2 applications), Brent Dickey, Bruce Nell, and Scott Fowler. The motion was unanimously carried.

#### Ratify Certified General Real Property Appraiser Applications

A motion was made by Ms. Trietley, seconded by Mr. Timmons, to approve the ratified certified general real property appraiser applications of Giselle Nguyen, Svetlana Lenovitz and Mark Williams. The motion was unanimously carried.

#### Ratify Real Estate Appraiser Trainee Applications

A motion was made by Ms. Trietley, seconded by Mr. Nickel, to approve the ratified real estate appraiser trainee applications of Kevin O'Malley, Connor Kogut, Dana Friend-Wright and Lydia Buck. The motion was unanimously carried.

#### Review and Consider Recommendations of the Chief Hearing Officer

John Beitzel, #X2-0000365

After review, a motion was made by Mr. Baker, seconded by Ms. Stokes, to accept the recommendation of the Chief Hearing Officer with an amendment of an immediate suspension should compliance to the discipline imposed not be achieved. The motion was unanimously carried.

Review and Consider Consent Agreement - SettlementOne Valuation Corporation, Case #19-09-16

After review and deliberation, a motion was made by Ms. Trietley, seconded by Ms. Stokes, to accept the consent agreement for SettlementOne Valuation Corporation as presented. The motion was carried by Mr. Nickel, Mr. Schneider, Ms. Ennis and Mr. Gillis. Mr. Baker and Mr. Timmons both abstained.

Ratify Appraisal Management Company Registration Applications

A motion was made by Mr. Nickel, seconded by Mr. Timmons, to approve the ratified appraisal management company registration application of PropertyRate, LLC. The motion was unanimously carried.

**CORRESPONDENCE**

The Council received correspondence from the Appraiser Professional Organizations Advisory Council (AARO) Council stating that they are preparing a presentation on Trainee Regulatory Programs for a fall conference and asked that the Council complete a survey on the appraiser training program in Delaware. The AARO added that their fall conference will be in Washington, DC on Sunday, October 15, 2017.

**OTHER BUSINESS BEFORE THE COUNCIL**

Ms. Witte reminded the Council that with the licensure renewal period ending October 31, 2017, there will be an upcoming post-renewal audit that may be released in December 2017.

Mr. Maloney advised that the newly amended rules and regulations went into effect on September 11, 2017.

**PUBLIC COMMENT**

Beverly Wilson, with the Delaware Association of Appraisers, approached the Council with several items. She advised that there will be a National USPAP Update course offered on December 6, 2017 in Dover, Delaware at the Mapledale Country Club. In addition, on October 13, 2017 the ASB, AARO and the Network of State Appraisers will all be holding new meetings.

**NEXT MEETING**

The next meeting will be October 17, 2017 at 1:00 a.m. in Conference Room A.

**ADJOURNMENT**

There being no further business, a motion was made by Mr. Baker, seconded by Mr. Timmons, to adjourn the meeting at 9:53 a.m. The motion unanimously carried.

Respectfully submitted,

*Jennifer L. Witte*  
Administrative Specialist II